WA-Trans Steering Committee Meeting Notes
June 10, 2003

Attendees:

Member	Association	Location Attended
Jim Shambaugh	WSDOT Aviation Division	Olympia
Tony Hartrich	The Quinault Tribe	Olympia
Ken Reister	WA Dept. of Natural Resources	Olympia
Dave Wolfer	WA Dept. of Natural Resources	Olympia
Michelle Blake	WSDOT GIS Data Steward	Olympia
George Spencer	WSDOT Geographic Services Manager/WAGIC Chair	Olympia
David Cullom	Utilities & Transportation Commission	Olympia
Tami Goodwin	Green Crow	Olympia
Jennifer Coate	Weston Solutions	Olympia
Carrie Wolfe	Washington Framework Coordinator	Olympia
Terry Bartlett	Marshall	Olympia
Patricia Paul	The Tulalip Tribes	Shoreline
Terry Strandberg	The Tulalip Tribes	Shoreline
Jim Carver	The Samish Tribe	Shoreline
Wendy Hawley	US Bureau of Census	Shoreline
Lynne Gross	Grant County GIS	Wenatchee
Ron Sell	Grant County GIS	Wenatchee
Steve Rush	Hanford (US Dept. of Energy)	Yakima
Mary Phillips	Benton County	Yakima
Joe Bowles	Walla Walla County Surveyor	Yakima

Facilitator and Note Taker: Tami Griffin

Agenda:

- Introductions
- Project Status and Activities Update
- Licensing Issues
- Data and Data Models
- Pilot Objectives and Potential Pilot Projects
- Hydrography Framework
- Action Item Review

Introductions:

Patricia Paul of the Tulalip Tribes introduced Terry Strandberg as her alternate to the WA-Trans Steering Committee.

Project Status and Activities Update: (Tami)

Tami presented a PowerPoint presentation for this report. This presentation will be placed on the project website. Highlights include:

Various presentation about WA-Trans have been made:
- To the Statewide E-911 Coordinators and MSAG (Master Street Address Guide) Coordinators Conference in Spokane at the request of the Washington E-911 office.
- To the WSDOT Executives,
- Attended Affiliated Tribes of Northwest Indians (ATNI) Technical Conference and shared with several tribes and had a "booth" in the vendor fair,
- Presented about WA-Trans with WAGIC presentation on partnerships at the WA URISA conference in Tukwila,

- Attending and presenting on WA-Trans the Tribal Transportation Symposium in North Bend, Oregon directly after the meeting.

Partner Meeting dates have changed for the next two meeting this year. The new dates and times are:
- September 16 from 1 p.m. – 3 p.m.
- December 3 from 9 a.m. – noon.

Please update your calendars. The other partner meetings in September and December will not be held. All meetings will continue to be held at the Transportation Building at 310 Maple Park in Olympia in room 2F22.

Steering Committee Meetings will be held as follows:
- June 23 in Olympia,
- August 4 in Spokane,
- September 15 in Tacoma,
- October 27 in Seattle,
- December 8 in Olympia.

All meetings are from 9 a.m. to 2 p.m.

Other key news shared include:
- The efforts to determine if WA-Trans can use the Oregon data model, the GeoSpatial One-Stop data models or the IRICC standard. All will be evaluated based upon the business needs identified. The selected model will be extended to be multi-modal and then tested with pilots.
- Pilot project strategies and plans include urban pilots, rural pilots, pilots for jurisdictions with no data and cross-border pilots.
- Two specific pilots are being considered. The first is a partnership with Sound Transit, Puget Sound Regional Council and The National Map to test data integration, data model; use of local data by federal agencies, transit related business needs and regional planning related business needs. It would cover King, Pierce and Snohomish Counties and Kitsap, Thurston and Mason could be added. Work could begin on scoping this mid-summer.
- The second pilot would be done in partnership with Oregon State with Walla Walla County, Washington and Umatilla County, Oregon. We have to develop a proposal for the use of "pooled" research money for this pilot.

Tami and Carrie Wolfe shared about setting up a steering committee for The National Map, which would help coordinate activities so there is minimal duplication of effort with USGS. Information on the National Map can be found at: www.usgs.gov and a viewer can be seen at: http://nmviewogc.cr.usgs.gov/viewer.htm.

Wendy Hawley shared information about the TIGER/MAF update. They are currently doing an inventory. Wendy is passing that inventory on to Tami. They are targeting for a 7.6-meter accuracy in the centerlines across the board. This is not an average accuracy but an accuracy target in all areas. They are doing a county at and time. Wendy is doing a presentation at the August WAGIC meeting regarding where they are in Washington on this process. They get files from counties and send them to HQ for QA/QC. They are targeting doing 208 counties in 2004. Wendy should have more information at the next meeting.

Licensing Issues (Carrie Wolfe):
Carrie discussed the various documents that were sent out. She explained the effort of the Framework Management Group to follow up. Key concerns in development of the Draft document on Collaborative Data Efforts and Associated Legal Issues include:
- Making sure data is access from an appropriate source.
- Send comments on the document to Tami.
- Dave Rideout will add one additional section, but it is not complete yet.

- There are actually two legal documents needed. The first is a licensing document for making the data available to be used. The second is data sharing agreements.
- The Cadastral Framework had a web document that is a licensing agreement and disclaimer. They also had a partnership or data sharing agreement.
- The Hydrography Framework used a Memorandum of Understanding.

Data and Data Models (Tami)

Various information about potential data models was shared. The evaluation criterion was explained for determining which model is the best fit for WA-Trans. The models looked at include the Oregon "All Roads" model, the IRICC model and GeoSpatial One-Stop models. The Oregon model has the most potential but will need to be extended to be multi-modal. The GeoSpatial One-Stop has standards for Roads, Railroads, Transit, Airports, and Waterways. To get copies of the draft standards go to http://www.geo-one-stop.gov/Standards/Transportation/index.html.

Action Item: Send copies of the Oregon model to Ken Reister, Jim Carver, Dave Cullom, Jennifer Coate, Tony Hartrich, and Michelle Blake.

Pilot Objectives and Potential Pilot Projects (Tami)

The group discussed the WA-Trans Pilot Project Objectives draft dated June 2, 2003. The following was discussed:

- It was suggested that a "best case scenario" and a "worst case scenario" be examined. Tami included a pilot for a jurisdiction that has no data and no GIS and that is likely the worst-case scenario.
- It was suggested that the National Map Pilot for last year did examine data rich and data poor jurisdictions. We could learn from their lessons with Pend Orielle County.
- Grant County mentioned that they are going through a development process for their own roads project and wondered what standards and information we had to give them. We are not yet at a point to do so, but we can share what we have and Tami can visit them to see if there is more that can be done.
- Tami decided to add an introduction to the document to "frame" it.

Hydrography Framework (Carrie Wolfe)

Carrie discussed the hydro project in place of Carl Harris who was unable to attend. She recommended inviting Carl in the future as he has much more information.

Carrie shared information about how the hydro project is handling data stewardship and updating of the data. WA-Trans may be able to benefit from their experiences. The following highlights the information Carrie provided:

- There is a centralized component. That is the database, which resides in one location and the Regional Ecosystem Office is the administrator.
- The maintenance is distributed. There is a check-in and checkout process. The data steward checks the data out and uses tools provided by the framework to update the data and checks it back in. The data is then held in a special place and partners are notified of the changes and given time to make comments. Then the data goes through a mostly automated QA/QC process.
- Stewardship involves a lead steward and a co-lead steward assigned per fifth field watershed. There is a document, which identifies roles and responsibilities.
- Copies are of this document and others are available at they hydro clearinghouse website. That is http://www.hydro.reo.gov. Click on documentation and tools and select the roles and responsibilities document.
- The hydro project chose to do a memorandum of understanding. The project started small with signing agencies. It currently includes 6 partners, both state and federal.
- The clearinghouse should come on-line soon.

- There is a complete users guide. They broke the users guide by chapters and let each partner write a chapter and then hired a technical writer to consolidate. Carrie is very impressed with the users guide.
- Lessons learned on the data model were basic. KISS (Keep It Simple) applied. It is turning out to be very difficult to convert data from one version to another and also convert software environments. Keep core framework as simple as possible.
- The business needs for trans and hydro are different and stewardship is different. For hydro it isn't as obvious who the most likely data steward is.
- The hydro process was kept simple. They used workshops to pick which hydro data to put in the framework and they did that by watershed. Hydro still has to integrate when there is a border between who was selected as the best provider.
    Comment: Patricia Paul of The Tulalip Tribes felt that on Tulalip land the tribe should be the initial data provider for anything regarding water. Carrie clarified that they want to incorporate tribal partners but kept is to a minimum number of partners to simplify the first implementation.
- There is not yet statewide coverage. They are still in the data conversion process with DNR as the starting point. They have four Watershed Resource Inventory Areas (WRIA) completed and four more in process. A WRIA is defined as an administrative watershed boundary that the Dept. of Ecology has control over. Washington has 62 WRIAs.